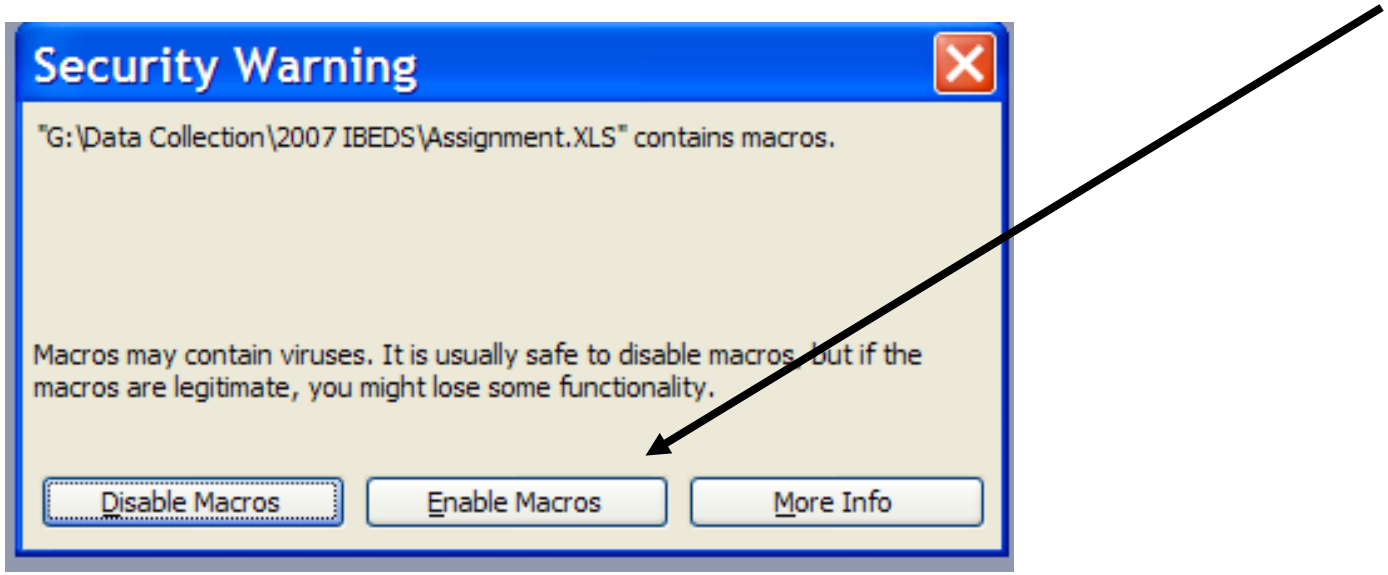
Course 101
Creating 2006-2007 IBEDS Assignment Forms

SDE no-longer prints the Assignment sheets to be completed by your certificated staff ~ we now

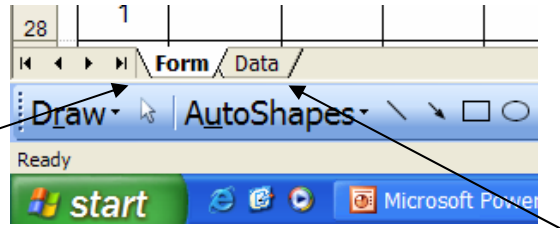
- Provide you with an Excel file
- You can print the forms via a macro
- The file name ends with "…Assignment.xls"
  - Example – Boise School District 001's file is "001 Assignment.xls"

Opening the Excel File

- ✓ When you open the "xxx Assignment.xls file – "Enable" the macros

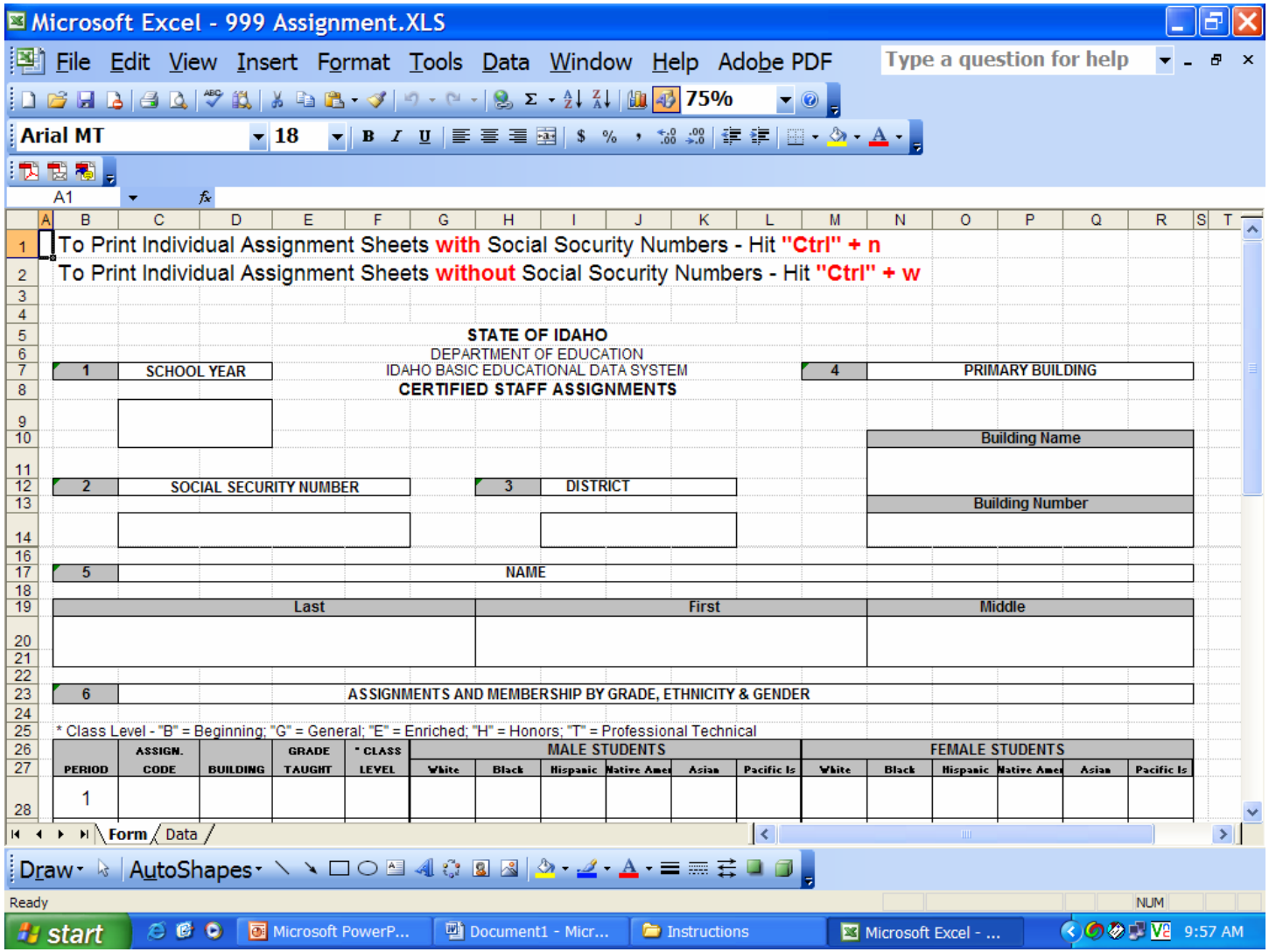


Workbook has two (2) worksheets

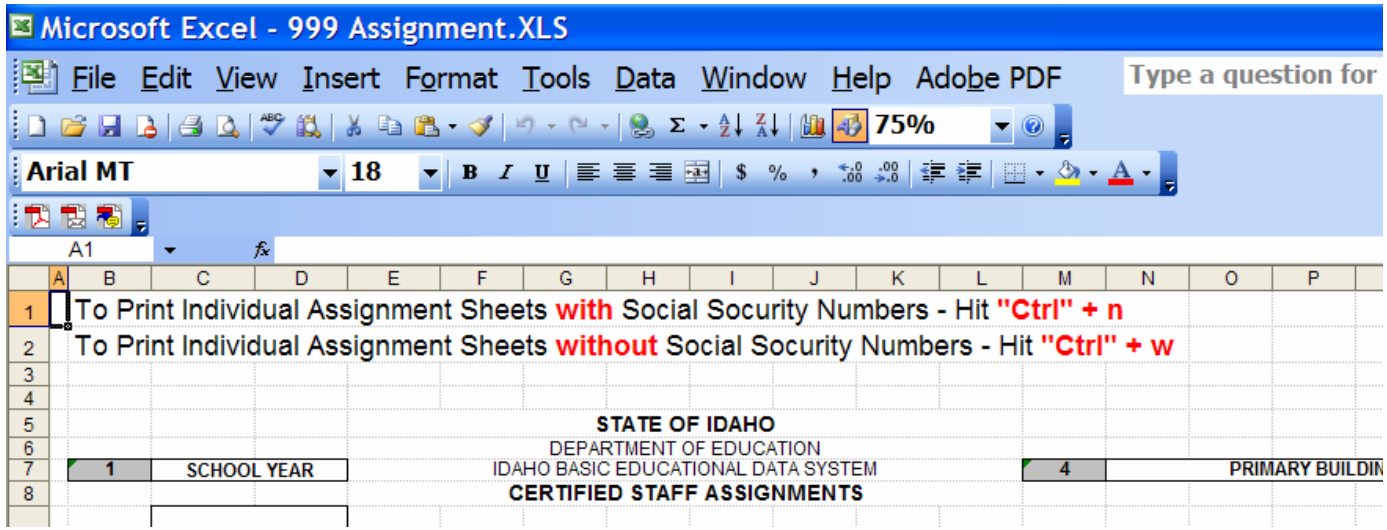


- "Form"
  - ✓ The "print" template
  - ✓ Select this "tab" to start the macro to populate employee demographics
- Data
  - ✓ Contains all certificated positions reported on your 2005-2006 IBEDS
  - ✓ Data can be added, changed, deleted – see further instructions. ~ Caution, always have a good backup before you make changes.

Worksheet named "FORM"

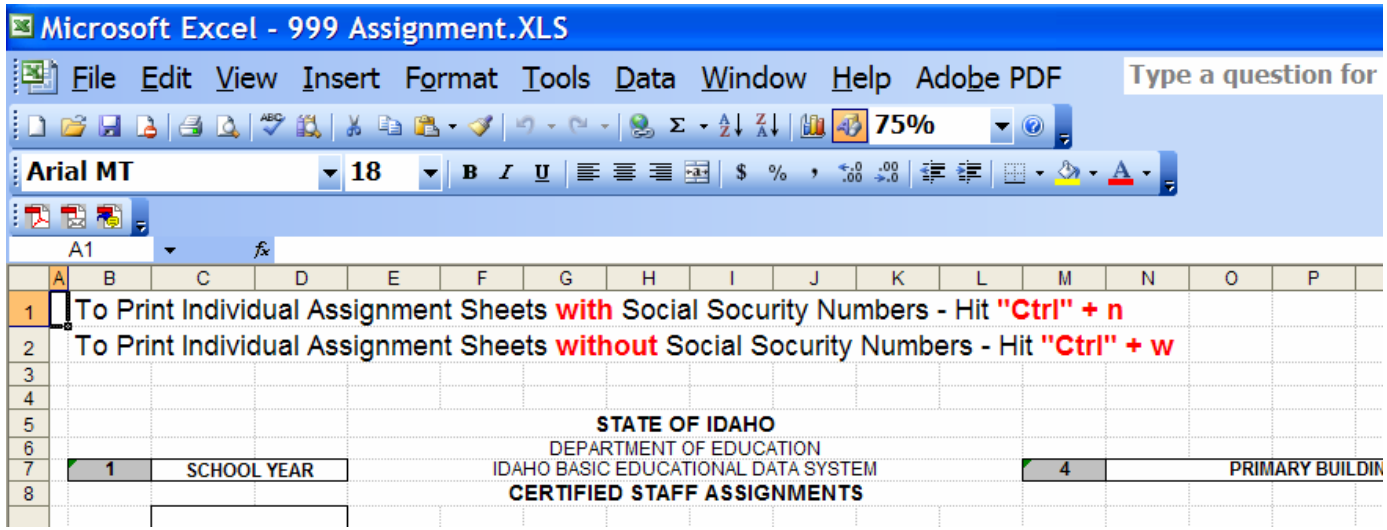


Printing Assignment Forms



- "Ctrl" + n – prints SSNs on forms
- "Ctrl" + w – prints without any SSNs
- (small n or small w)

Printing Assignment Forms Caution~~

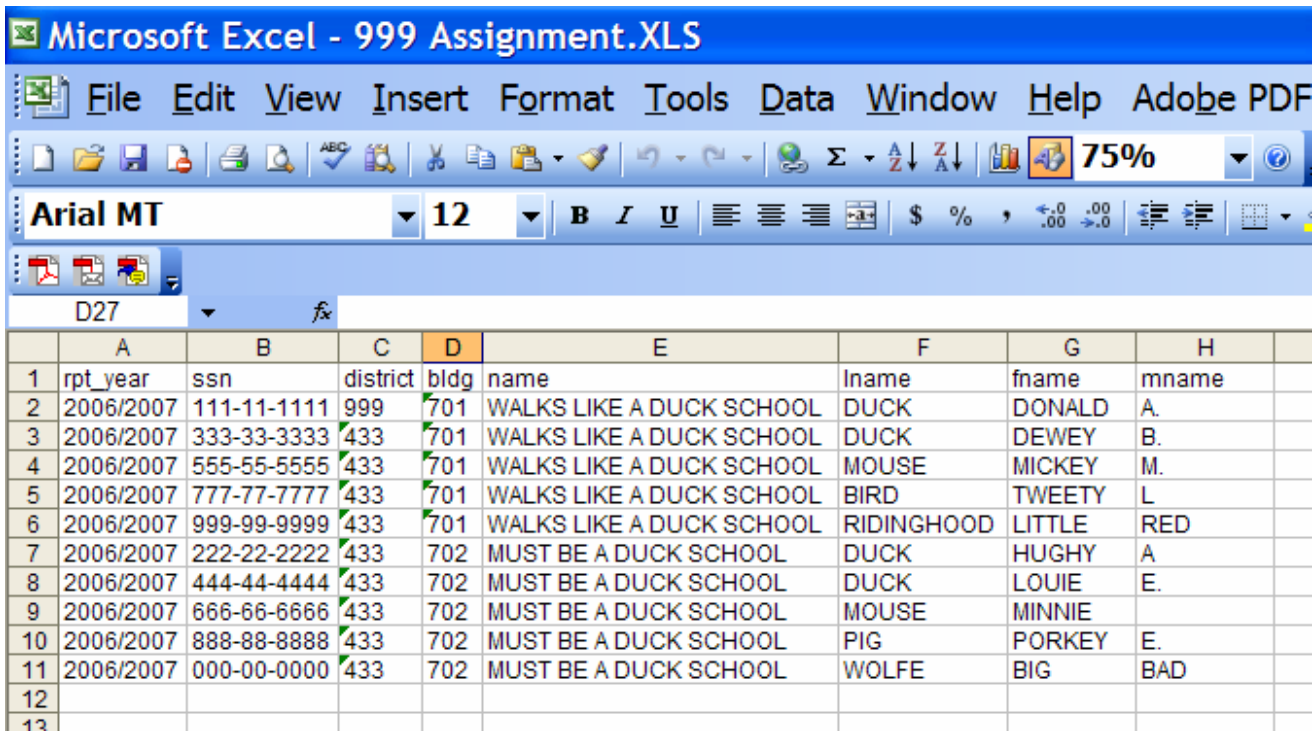


- Once you "trigger" the macro, ALL forms should print out
- Soooo – be sure you're ready before you start the macro

If you've had a lot of changes since last year, you may want to update the data before you print

Worksheet Named

"DATA"



	A	B	C	D	E	F	G	H
1	rpt_year	ssn	district	bldg	name	lname	fname	mname
2	2006/2007	111-11-1111	999	701	WALKS LIKE A DUCK SCHOOL	DUCK	DONALD	A.
3	2006/2007	333-33-3333	433	701	WALKS LIKE A DUCK SCHOOL	DUCK	DEWEY	B.
4	2006/2007	555-55-5555	433	701	WALKS LIKE A DUCK SCHOOL	MOUSE	MICKEY	M.
5	2006/2007	777-77-7777	433	701	WALKS LIKE A DUCK SCHOOL	BIRD	TWEETY	L
6	2006/2007	999-99-9999	433	701	WALKS LIKE A DUCK SCHOOL	RIDINGHOOD	LITTLE	RED
7	2006/2007	222-22-2222	433	702	MUST BE A DUCK SCHOOL	DUCK	HUGHY	A
8	2006/2007	444-44-4444	433	702	MUST BE A DUCK SCHOOL	DUCK	LOUIE	E.
9	2006/2007	666-66-6666	433	702	MUST BE A DUCK SCHOOL	MOUSE	MINNIE	
10	2006/2007	888-88-8888	433	702	MUST BE A DUCK SCHOOL	PIG	PORKEY	E.
11	2006/2007	000-00-0000	433	702	MUST BE A DUCK SCHOOL	WOLFE	BIG	BAD
12								

Data Changes to consider

- Name changes
- Building changes
- Adding new employees
- Removing terminated employees (otherwise forms will print)

- Remember to sort in the order you want the forms to print.
- Consult your district/charter IT department for technical assistance before contacting us (Myrna or LaRae at 332-6845)
- ~ sorry folks, we would love to help but we're a small support staff ~ but call if you cannot resolve any issues internally.

Remind your staff -

- If it looks like a duck
- Walks like a duck
- Quacks like a duck
- **It’d better be called a duck**